

FORM P(1): SITE PLAN REVIEW – E.P.C. PUBLIC HEARING

☐ SITE DEVELOPMENT PLAN FOR SUBDIVISION

☐ IP MASTER DEVELOPMENT PLAN

- ___ Scaled site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings.
For IP master development plans, include general building and parking locations, and design requirements for buildings, landscaping, lighting, and signage.
 - ___ Site plans and related drawings reduced to 8.5" x 11" format
 - ___ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
 - ___ Letter briefly describing, explaining, and justifying the request
 - ___ Letter of authorization from the property owner if application is submitted by an agent
 - ___ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
 - ___ Completed Site Plan for Subdivision and/or Building Permit Checklist
 - ___ Sign Posting Agreement
 - ___ 2 copies of the Conceptual Utility Layout Plan (mark one for Planning, one for Utility Development)
 - ___ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures
 - ___ Fee (see schedule)
 - ___ Any original and/or related file numbers are listed on the cover application
- EPC hearings are approximately 7 weeks after the filing deadline. Refer to schedule. **Your attendance is required.**

☐ SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

☐ SITE DEVELOPMENT PLAN and/or WAIVER OF STANDARDS FOR WIRELESS TELECOM FACILITY

- ___ Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings.
 - ___ Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. (Folded to fit into an 8.5" by 14" pocket.) **30** copies for EPC public hearings.
 - ___ Site plans and related drawings reduced to 8.5" x 11" format
 - ___ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
 - ___ Letter briefly describing, explaining, and justifying the request
 - ___ Letter of authorization from the property owner if application is submitted by an agent
 - ___ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
 - ___ Sign Posting Agreement
 - ___ Completed Site Plan for Subdivision and/or Building Permit Checklist
 - ___ 2 copies of the Conceptual Utility Layout Plan (mark one for Planning, one for Utility Development)
 - ___ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures
 - ___ Fee (see schedule)
 - ___ Any original and/or related file numbers are listed on the cover application
- NOTE:** For wireless telecom facilities (administrative reviews that have been referred to the EPC, or requests for waivers of requirements) the following materials are required in addition to those listed above for application submittal:
- ___ Collocation evidence as described in Zoning Code §14-16-3-17(A)(5)
 - ___ Notarized statement declaring # of antennas accommodated. Refer to §14-16-3-17(A)(10)(d)2
 - ___ Letter of intent regarding shared use. Refer to §14-16-3-17(A)(10)(e)
 - ___ Letter of description as above also addressing concealment issues, if relevant. Refer to §14-16-3-17(A)(12)(a)
 - ___ Distance to nearest existing free standing tower and its owner's name if the proposed facility is also a free standing tower
 - ___ Registered Engineer's stamp on the Site Development Plans
 - ___ Office of Community & Neighborhood Coordination inquiry response as above **based on ¼ mile radius**
- EPC hearings are approximately 7 weeks after the filing deadline. Refer to schedule. **Your attendance is required.**

☐ AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION

☐ AMENDED SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

- ___ Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings
 - ___ DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **30** copies for EPC public hearings
 - ___ DRB signed Site Plan for Subdivision, if applicable (required when amending SDP for Building Permit) **30** copies for EPC public hearings
 - ___ Site plans and related drawings reduced to 8.5" x 11" format
 - ___ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
 - ___ Letter briefly describing, explaining, and justifying the request
 - ___ Letter of authorization from the property owner if application is submitted by an agent
 - ___ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
 - ___ Sign Posting Agreement
 - ___ Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
 - ___ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures
 - ___ Fee (see schedule)
 - ___ Any original and/or related file numbers are listed on the cover application
- EPC hearings are approximately 7 weeks after the filing deadline. Refer to schedule. **Your attendance is required.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

Applicant name (print)

Applicant signature / date



Form revised May 2003

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|-----------------------|--------------------------|
| ☐ Checklists complete | Application case numbers |
| ☐ Fees collected | _____ - _____ - _____ |
| ☐ Case #s assigned | _____ - _____ - _____ |
| ☐ Related #s listed | _____ - _____ - _____ |

Planner signature / date

Project #

